



WA State STOP Formula Grant Renewal Application for FFY 2017 Funds

Grant Period: January 1, 2018 through December 31, 2018

Applications Due: October 2, 2017

Applications will be reviewed as received and grants will be developed after approval of all required components of the renewal application.

Completed applications received in OCVA by the deadline of October 2, 2017, will be issued a grant with a start date of January 1, 2018 and an end date of December 31, 2018, pending availability of appropriated funds.

No applications will be accepted after October 2, 2017 without prior written approval from Pearl Gipson-Collier, Section Manager, Violence Against Women Program, OCVA. Applications submitted after October 2, could have a grant start date later than January 1, 2018.

For assistance with this application, please feel free to contact the OCVA Violence Against Women Program staff for your county:

Anita Granbois
Anita.Granbois@commerce.wa.gov

Asotin, Garfield, Kittitas, Lincoln, Spokane, Thurston,
Whitman, Yakima

Ashley-Nicole Storey
Ashley.Wancha@commerce.wa.gov

Cowlitz, Grays Harbor, Island, Jefferson, Kitsap, Klickitat,
Mason, Okanogan, San Juan, Skamania, Wahkiakum

Cheryl Rasch
Cheryl.Rasch@commerce.wa.gov

Adams, Clallam, Clark, Ferry, Grant, King, Lewis, Pacific
Pend Oreille, Pierce, Stevens, Whatcom

Jodi Honeysett
Jodine.Honeysett@commerce.wa.gov

Benton, Chelan, Columbia, Douglas, Franklin, Skagit,
Snohomish, Walla Walla

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Renewal Application Information

Services*Training*Officers*Prosecutors (STOP)

STOP Violence Against Women Formula Grant Program (STOP Grant)

By statute, the STOP Formula Grant Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women. The STOP Grant recognizes that victims are best served when all systems are working together toward the common goal of supporting victims and holding offenders accountable.

Grantees and subgrantees (if applicable) are bound by statutes, federal and state regulations, the Office on Violence Against Women (OVW) policies, the provisions of this application, Department of Justice Financial Guide (https://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf) including updates, and any conditions of the grantee's award

Renewal of STOP Grant

This renewal application should be a continuation of current STOP Formula Grant activities. If any of the following apply, you **must** contact the OCVA VAWA Program staff for your county (see first page) before you begin the application to determine if other forms are necessary:

- You will not administer the STOP Grant for the funding period of January 1, 2018 through December 1, 2018; or
- The activities have changed from the current STOP Grant; or
- You have collaborated with new agencies to receive funds from your STOP Grant.

Availability of Funds

Funding for this Washington State FFY 2017 STOP Grant renewal application is subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by the Office on Violence Against Women (OVW), U.S. Department of Justice (DOJ).

Grant Period of Performance

The grant award period is 12 months; January 1, 2018 through December 31, 2018. Applications submitted after October 2, 2017 could have a grant start date later than January 1, 2018. This would result in a grant period less than 12 months.

System for Award Management (SAM)

Applicants must be current with the System for Award Management prior to submitting an application. Applicants can access SAM at <https://www.sam.gov>. There is no cost to use SAM.

Renewal Grant Budget

Please use the separate Excel file to complete the budget worksheets.

Please draft your budget based on the allocation for the function areas (victim services, prosecution, and/or law enforcement) in your current STOP Grant. Based on prior years of spending, some grantees may not be given the entire allocation. If you are in this category of low spending, you will hear directly from OCVA. OCVA has the discretion to negotiate the scope of work and budget. Round budget numbers to the nearest dollar.

Equipment

Goods and services must be proportionate to the grant-funded staff activities and must be direct project costs. Equipment costs may not exceed \$5,000 per item, must be approved by OCVA prior to purchase, and must be purchased within the first three months of the grant (January through March).

Printing of Materials

NEW INFORMATION: OCVA must forward requests to print brochures, billboards, and other publications to OVW not less than twenty (20) days prior to public release of the materials. If approved, the printing must be completed within the first three months of the grant.

Backfill and Training Events

NEW: If your law enforcement budget is requesting to backfill while officers attend eligible trainings, you must ensure the payment for backfill only supports law enforcement's response to adult or youth victims (age 11 and older) of domestic violence, sexual assault, dating violence, or stalking. You may want to consider covering the officer's time with your STOP Grant funds while attending the training. However, you may also do both.

No Food or Beverages

STOP Grant funding shall not be used to purchase food and/or beverages for any meeting, conference, training, or other event.

Match Required for Criminal Justice Agencies

There is a 25% match requirement for criminal justice agencies imposed on grant funds under this program. Agencies providing match must maintain records that clearly show the source, the amount, and the timing of all matching contributions. OCVA Violence Against Women Program staff can assist your office in identifying eligible match items.

Non-Supplanting of State and Local Funds

The funds from the STOP Grant must be used to supplement existing state, local or other funds for program activities. They cannot replace (supplant) non-federal funds that have been appropriated for the purpose of providing services to victims of domestic violence, sexual assault, dating violence, or stalking. Violation of the non-supplanting requirement can result in a range of penalties, including suspension of future funds under this grant, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Computer Network Reminder

Grant funds may not be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. However, this does not apply to law enforcement agencies or any other entity carrying out criminal investigations, prosecution, or adjudications activities.

Key Goal of the Washington State STOP Formula Grant

Washington State has an overarching STOP Grant goal of increasing the safety of youth and adults by supporting communities in developing comprehensive and collaborative strategies to address domestic violence, sexual assault, dating violence, and stalking; and to prioritize the needs and safety of victims while holding offenders accountable for their crimes.

Coordinated Community Response (CCR) Team Participation

In support of the above goal, a condition of receiving these STOP Formula Grant funds is mandatory attendance at the CCR meetings and meaningful participation as a member of the county CCR team, which must meet at least quarterly during the grant period. **During the grant period, CCR teams will be required to report on their activities that reduce, or reduce the risk of, domestic violence related homicides.** In addition to addressing domestic violence related homicides, CCR teams are encouraged to focus on other gaps in your county. Please keep notes from your CCR meetings as OCVA program staff may attend to discuss the team's progress.

Consultation with Victim Services

The OCVA Violence Against Women Program is required to show documentation to the federal Office on Violence Against Women that criminal justice agencies receiving STOP Grant funds have consulted with their local non-profit community-based victim service programs during the course of developing applications. This requirement is to ensure that proposed activities by criminal justice agencies are designed to promote the safety and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

STOP Certification Requirements for Law Enforcement and Prosecutors

Criminal justice applicants must certify their jurisdiction complies with the statutory eligibility requirements of the STOP Grant Program. Criminal justice applicants unable to certify compliance with the statutory eligibility requirements of the STOP Grant Program will be prohibited from receiving these funds.

Requirement to Comply with the Confidentiality and Privacy Provisions of VAWA for Victim Services

Community-based victim service providers and tribal victim services programs providing direct services to victims of domestic violence, sexual assault, dating violence, or stalking are required to comply with the provisions of 42 U.S.C. 13925(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information.

Reporting Requirements

One annual progress report will be required covering the period of January 1, 2018 through December 31, 2018. All grantees will be required to provide a narrative on how the grant improved collaboration among criminal justice system agencies and service providers responding to violent crimes against women, while holding the offender accountable.

Suspension or Termination of Funding

Grant funding may be suspended in whole or in part, terminated, or other sanctions imposed on a recipient for the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the Violence Against Women Act, program guidelines issued thereunder, or other provisions of Federal law.
- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
- Failing to adhere to the requirements in the grant, standard conditions, or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been funded.
- Failing to submit reports.

Activities that Compromise Victim Safety and Recovery

The applicant agrees that grant funds will not support activities that compromise victim safety and recovery. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Procedures or policies that impose requirements on victims in order to receive services (e.g. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
6. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs;
7. Couples counseling, family counseling or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged;
8. Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs;
9. Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator;
10. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims, clinical evaluations to determine eligibility for services.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely;
11. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
12. Policies and procedures that fail to account for the physical safety of victims;
13. Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking. See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act; and
14. Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system
15. Seeking a material witness warrant for a victim without consultation with the victim and exploring alternative actions; or arbitrarily refusing to sign U visa Certifications when a STOP Grant qualifying crime has occurred and the victim was, is being, or is likely to be helpful in the investigation or prosecution of the qualifying crime.

APPLICANT AGENCY INFORMATION

Applicant Agency Name

(as it appears for the DUNS number)

Address

City, State, ZIP Code

Agency DUNS Number

Agency Tax Identification Number

Authorizing Official's Name

Authorizing Official's Title Here

Program Contact Name

Program Contact Title

Program Contact Phone Number

Program Contact Email

Fiscal Contact Name

Fiscal Contact Title

Fiscal Contact Phone Number

Fiscal Contact Email


As the duly authorized representative of the applicant, I hereby acknowledge that:

- The applicant has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in their application.
- The applicant, and subgrantees (if applicable), will comply with the statute, federal and state regulations, the provisions of this application, the DOJ Financial Guide and any updates, and any conditions of the grantee's award.

This acknowledgement shall be treated as a material representation of fact upon which the Department of Commerce, Office of Crime Victims Advocacy will rely if a grant is issued.


Signature of the Authorized Official of the Applicant

ATTEST: 
City Clerk

APPROVED AS TO FORM

JAMES D. ILES, City Attorney

Subgrantee Agency Information

Applicant Agency Name

Please provide the contact information for subgrantees receiving STOP Grant funds in your application. The application receiving a STOP Grant directly from OCVA will be responsible for monitoring subgrants in accordance with all application federal statutes, federal and state regulations, the provisions of this application and any conditions of the recipient's grant. Subgrantees are required to participate in the Coordinated Community Response Team meetings.

Subgrantee Agency Name

Subgrantee Authorizing Official's Name

Subgrantee Authorizing Official's Title

Subgrantee Program Contact Name **Subgrantee Fiscal Contact Name**

Subgrantee Program Contact Title **Subgrantee Fiscal Contact Title**

Subgrantee Program Contact Phone Number **Subgrantee Fiscal Contact Phone Number**

Subgrantee Program Contact Email **Subgrantee Fiscal Contact Email**

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Consultation with Victim Services (Criminal Justice Applicants)

Applicant Agency Name

Criminal justice applicants must consult with their local Community Sexual Assault Program (CSAP) and the Department of Social and Health Services (DSHS) Shelter Funded Domestic Violence Agency during the development of the criminal justice application. This requirement is to ensure that proposed activities by criminal justice agencies are designed to promote the safety and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

As verification of this requirement, criminal justice agencies must discuss their STOP Grant activities with the appropriate victim services agencies and ask the authorized official to sign this form. In counties where the CSAP is separate from the DSHS shelter funded domestic violence agency, applicant can print two copies of this form to enable both Executive Directors to respond and sign.

Questions for CSAP and DSHS Shelter Agencies (please answer below and return this page to the criminal justice applicant to be included in their application to OCVA:

1. Did you participate in the development of this application? ☒ Yes ☐ No
2. Do you agree the proposed criminal justice activities promote the safety and economic independence of domestic violence, sexual assault, dating violence or stalking victims (age 11 and older) in your jurisdiction? ☒ Yes ☐ No
3. If you do not agree the proposed activities are in the best interest of victims, have you been given the opportunity to provide feedback to the applicant? ☒ Yes ☐ No
4. If you provided feedback, are you satisfied that the application addresses issues you may have asked to be included? ☒ Yes ☐ No

Community Sexual Assault Program (CSAP) Name:

Signature of CSAP Authorized Official

Department of Social and Health Services (DSHS) Shelter Funded Domestic Violence Agency Name:

Signature of DSHS Shelter Authorized Official

CSAP/DSHS Agencies: If you answered "no" to any of the above, please provide details regarding the process and steps necessary to address concerns with the application.

This space may be used for comments.

Consultation with Victim Services (Criminal Justice Applicants)

Everett Police Department:

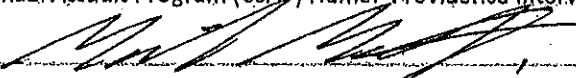
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4. If you provided feedback, are you satisfied that the application addresses issues you may have asked to be included? ☒ Yes ☐ No

Community Sexual Assault Program (CSAP) Name: Providence Intervention Center for Assault and Abuse

 Melissa Mertz 8/29/17
Signature of CSAP Authorized Official

Department of Social and Health Services (DSHS) Shelter Funded Domestic Violence Agency Name:
Domestic Violence Services of Snohomish County

Signature of DSHS Shelter Authorized Official

CSAP/DSHS Agencies: If you answered "no" to any of the above, please provide details regarding the process and steps necessary to address concerns with the application.

This space may be used to type comments.

Consultation with Victim Services (Criminal Justice Applicants)

Everett Police Department

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3. If you do not agree the proposed activities are in the best interest of victims, have you been given the opportunity to provide feedback to the applicant? ☒ Yes ☐ No

4. If you provided feedback, are you satisfied that the application addresses issues you may have asked to be included? ☒ Yes ☐ No

Community Sexual Assault Program (CSAP) Name: Providence Intervention Center for Assault and Abuse

Signature of CSAP Authorized Official:

Department of Social and Health Services (DSHS) Shelter Funded Domestic Violence Agency Name:
Domestic Violence Services of Snohomish County

Vicki L. Hilly

Signature of DSHS Shelter Authorized Official

CSAP/DSHS Agencies: If you answered "no" to any of the above, please provide details regarding the process and steps necessary to address concerns with the application.

This space may be used to type comments.

Department of Justice Grants: Statutes and Regulations Related to Civil Rights and Nondiscrimination

Updated as of July 2017

The Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) is generally responsible for ensuring that recipients of the Department of Justice (DOJ) grants awarded by the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law.

Background: Civil rights laws and nondiscrimination provisions

Because a DOJ award (this grant awarded by OVW) is a form of "federal financial assistance," the recipient of a DOJ award (and any "subrecipient" at any tier) must comply with additional civil-rights-related requirements above and beyond those that otherwise would apply.

In general, these additional civil rights requirements fall into one of two categories:

- *Civil rights laws* (sometimes referred to as "cross-cutting" federal civil rights statutes). These apply to essentially **any** entity that receives an award of federal financial assistance -- regardless of which federal agency awards the grant -- and encompass the "program or activity" funded in whole or in part with the federal financial assistance.
- *Nondiscrimination provisions*. These are requirements or restrictions that apply to **certain DOJ awards** -- in addition to the civil rights laws -- because they are set out in a statute that applies specifically to one or more particular DOJ grant programs, or to DOJ awards made under a particular legal authority. Much like the civil rights laws, these provisions may apply variously to the programs, activity, or undertaking funded in whole or in part by DOJ.

Overview of "Civil Rights Laws"

Important "civil rights laws" that apply to *all* federal financial assistance -- and to *all* recipient and subrecipients of DOJ awards made in FY 2017, are these:

- **Section 601 of Title VI of the Civil Rights Act of 1964** (codified at 42 U.S.C. 2000d)

Statutory provision:

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

DOJ implementing regulation: Subparts C and D of 28 C.F.R. Part 42.

- **Section 504 of the Rehabilitation Act of 1973** (codified at 29 U.S.C. 794)

Statutory provision:

"No otherwise qualified individual with a disability in the United States, as defined in [29 U.S.C. 705(20)], shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance... ."

DOJ implementing regulation: Subpart G of 28 C.F.R. Part 42.

- **Section 901 of Title IX of the Education Amendments of 1972** (codified at 20 U.S.C. 1681)

Statutory provision:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

DOJ implementing regulations: Subpart D of 28 C.F.R. Part 42; 28 C.F.R Part 54.

- **Section 303 of the Age Discrimination Act of 1975** (codified at 42 U.S.C. 6102)

Statutory provision:

"[N]o person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance."

DOJ implementing regulation: Subpart I of 28 C.F.R. Part 42.

"Nondiscrimination Provision"

The "nondiscrimination provision" that applies to OVW awards as set out below.

- **Grant condition in OVW awards, as required by section 40002(b)(13) of the Violence Against Women Act of 1994, as amended** (codified at 42 U.S.C. 13925(b)(13))

By law, any award administered by OVW is made subject to a grant condition that prohibits discrimination on the basis of actual or perceived race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in programs or activities, both in employment and in the delivery of services or benefits in any program or activity funded, in whole or in part, with funds appropriated to OVW, or appropriated pursuant to certain statutes that focus on violence against women.

The required grant condition includes a limited exception for sex-specific programming, as well as a rule of construction to the effect that nothing in the condition diminishes other legal responsibilities and liabilities related to civil rights.

For purposes of this condition, "gender identity" means actual or perceived gender-related characteristics.

Office on Violence Against Women Special Conditions for Grants

In addition to being governed by the **Department of Justice Grants: Statutes and Regulations Related to Civil Rights and Nondiscrimination**, grantees will be required to comply with OVW award terms and conditions provided here. Applicants are encouraged to review these conditions prior to submitting an application.

1. Applicability of Part 200 Uniform Requirements and Compliance with DOJ Grants Financial Guide

The grantee agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website to include any amendments made throughout the course of the grant period.

2. Requirement to report potentially duplicative federal funding (for identical cost items)

If the grantee currently has other active awards of federal funds, or if the grantee receives any other award of federal funds during the period of performance for this grant, the grantee must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award.

3. Requirements pertaining to prohibited conduct related to trafficking in persons

The grantee, and any subgrantee, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of grantee, subgrantees, or their employees. The details of the grantee's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW Website at <https://www.justice.gov/ovw/grantees>.

4. Compliance with 28 CFR Part 42 (pertaining to civil rights and nondiscrimination)

The grantee, and any subgrantee, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

5. Compliance with 28 CFR Part 38 (pertaining to civil rights and nondiscrimination)

The grantee, and any subgrantee, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016. Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to grantee and subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to grantees and subgrantees that are faith-based or religious organizations. The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

6. Lobbying Restrictions

The grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of OVW, in order to avoid violation of 18 USC § 1913.

7. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

The grantee, and any subgrantee, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <https://www.justice.gov/ovw/grantees>, and are incorporated by reference here.

8. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The grantee must promptly refer to the DOJ Office of Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

9. Restrictions and certifications regarding non-disclosure agreements and related matters

No grantee or subgrantee under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

10. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The grantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Equal Employment Opportunity Program

If you have questions regarding the Equal Employment Opportunity Program requirements, visit the DOJ Office for Civil Rights website at www.ojp.gov/about/ocr/eeop.

Funding for this application is subject to the Equal Employment Opportunity Program requirements. An Equal Employment Opportunity Plan (EEOP) is a workforce report that some organizations must complete as a condition for receiving Justice Department funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968. The EEOP's purpose is to ensure that recipients of financial assistance from the Justice Department are providing equal employment opportunities to men and women regardless of sex, race or national origin.

The regulations **exempt some recipients** from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria:

- is a nonprofit organization, a medical or educational institution or an Indian Tribe; **OR**
- has less than 50 employees; **OR**
- received a single award for less than \$25,000.

To claim the exemption from developing an EEOP, the applicant must complete Section A of the Certification Form.

Applicants **must develop an EEOP** and complete Section B or Section C of the Certification Form if they meet **ALL** of the following criteria:

- The applicant is a state or local government agency; **AND**
- The applicant has 50 or more employees; **AND**
- The applicant has received a single award of \$25,000 or more.

The Office for Civil Rights of the Justice Department's Office of Justice Programs has developed an EEOP Utilization Report to help recipients comply with the EEOP regulations.

The Office for Civil Rights has also developed an Equal Employment Opportunity (EEO) Reporting Tool, which is designed to assist recipients of Department of Justice financial assistance with meeting some of their related civil rights reporting requirements.

Applicants are encouraged to use the online Reporting Tool (www.ojp.gov/about/ocr/eeop). The first time you access the Reporting Tool, you will set up your account and establish your organization's profile. You will then be able to prepare and submit your Certification Form and, if required, create and submit a Utilization Report.

If you use the online Reporting Tool, you should receive receipt from the system that your Certification Form and Utilization Report (if required) have been completed. You need to provide a copy of the receipt to OCVA with your application.

If you do not use the online Reporting Tool, you need to complete the Certification Form provided with this application and return it to OCVA.

PLEASE NOTE: To meet the Equal Employment Opportunity Program requirements, you complete:

1. Online Reporting Tool used (provide verification) **OR**
2. Certification Form has been completed and returned with this application.

Certification Form

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: _____	
Address: _____	
Is agency a: <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUNS Number: _____	Vendor Number (only if direct recipient) n/a
Name and Title of Contact Person: _____	
Telephone Number: _____	E-Mail Address: _____

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- ☐ Less than fifty employees. ☐ Indian Tribe ☐ Medical Institution.
☐ Nonprofit Organization ☐ Educational Institution ☐ Receiving a single award(s) less than \$25,000.

I, _____ [responsible

official], certify that _____

[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.

I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title	Signature	Date
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Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Brian Jones [responsible

official], certify that the City of Everett, Washington

[recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Human Resources

[organization], City of Everett

[address], 2930 Wetmore Avenue, Everett, WA 98201

Print or Type Name and Title <u>Brian Jones, HR Manager</u>	Signature <u>[Signature]</u>	Date <u>9-6-17</u>
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Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible

official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on

[date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title	Signature	Date
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Assurances

The applicant hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, requirements, any conditions of the recipient's grant, and relevant state laws. If a grant is issued, the grantee (and subgrantees, if any), will also be subject to the federal requirements below:

- Omnibus Crime Control Act and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d);
- Executive Order 13559 (Fundamental Principles and Policymakers Criteria for Partnerships with Faith-Based and Other Community Organizations). Please see <https://ojp.gov/about/ocr/partnerships.htm> and/or <https://www.ta2ta.org/recorded-webinars.html> for additional information.
- Civil Rights Requirements, 28 CFR § 31.202, 403; and
- Applicable Department of Justice regulations implementing the above-referenced statutes.

The applicant shall further comply with federal and state laws prohibiting grant recipients from retaliating against individuals taking action or participating in action to secure rights protected by federal or state laws.

Civil Rights Compliance: Access to Services and Benefits by Individuals with Limited English Proficiency

To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968, Title VI of the Civil Rights Act of 1964, and the Violence Against Women Act of 1994, as amended, grant recipients must take reasonable steps to ensure that individuals with limited English proficiency have meaningful access to services and legal protections. An individual with limited English proficiency is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To assist recipients of DOJ awards in meeting their obligations with respect to such individuals, DOJ has published a guidance document, available on the LEP.gov website.

Online Civil Rights Training

Applicants and other agencies receiving these funds in the renewal application must complete the Office of Justice Programs, Office for Civil Rights – Training for Grantees located at: <http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>. There are six modules to the online training. You do not need to complete all modules at one time; however, the online training must be finished prior to submitting your application to OCVA. You will not receive a certificate of completion. Therefore, please provide the name(s) of the employee who completed the online training and the date.

Employee Name(s)

Date Training Completed

9/17/15

Jerry Strieck

NOTE: If a County Prosecutor's Office and County Law Enforcement Office will receive STOP Grant funds and they are considered as a recipient of the county, then only one employee of the county must complete the online civil rights training. However, if they are considered individual grant recipients, then each office would need to complete the online civil rights training. The same is true for a City Attorney's Office and the City Police Department.

If you are unsure if you are required to complete the online civil rights training, please contact the OCVA Violence Against Women Program contact for your county.

Notification of Findings of Discrimination or Non-Compliance

In the event a state or federal court, or a state or federal administrative agency, makes a finding of discrimination after a due process hearing on the grounds of actual or perceived race, color, national origin, sex, age, religion, disability, sexual orientation, and gender identity in programs or activities, both in employment and in the delivery of services, against the applicant or a program partner receiving grant funds, the applicant will forward a copy of the finding to the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights, and the Washington State Department of Commerce.

The applicant shall include a statement clearly stating whether or not the finding is related to any grant activity supported with a grant in which U.S. Department of Justice funds are involved, and shall identify all open grants utilizing U.S. Department of Justice funding by grant number and program title.

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, Deaf individuals, and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment to assist in providing services for victims of domestic violence, sexual assault, dating violence or stalking.

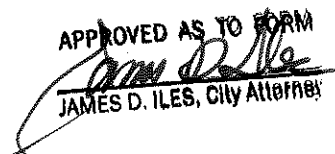
As the duly authorized official of the applicant, I acknowledge applicant will comply with the terms of these Assurances, certify the online civil rights training has been completed and activities will not compromise victim safety and recovery. This acknowledgement shall be treated as a material representation of fact upon which the Department of Commerce, Office of Crime Victims Advocacy will rely if a grant is issued. Applicants unable to comply with these Assurances will be prohibited from receiving these funds.



Signature of the Authorized Official of the Applicant

ATTEST:

City Clerk

APPROVED AS TO FORM

JAMES D. ILES, City Attorney

Federal Civil Rights Compliance Checklist

Applicant Agency Name

NOTE: All applicants must complete Questions #1 - #5 below. Agencies that complete Section B or Section C on the Certification Form must have on file an Equal Employment Opportunity Plan and must also complete Question #6 below.

1. Does your agency have written policies or procedures in place for notifying program beneficiaries and employees on how and where to file complaints alleging discrimination?

☒ Yes

☐ No

2. How does your agency notify employees, or potential employees, that it does not discriminate on the basis of actual or perceived race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in employment practices (e.g. posters, dissemination of relevant orders or policies or recruitment materials, etc.)?

Official EEO posters, EEO related employment policies for employees; EEO related language include in all job announcements, City website, employment brochures and in all labor agreements

3. How does your agency notify program participants and beneficiaries that it does not discriminate on the basis of actual or perceived race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services (e.g. posters, inclusion in brochures or other program materials)?

Official EEO posters; EEO related language included in meeting announcements, official City publications, and on the City's website

4. Has your agency developed a written policy on providing language access services to individuals with limited English proficiency? ☒ Yes ☐ No

5. What steps has your agency taken to provide meaningful access to its programs and activities to individuals with limited English proficiency?

Meeting announcements are published in the language(s) relevant to the demographics affected; interpreter services provided when requested

6. If your agency is required to have an Equal Employment Opportunity Plan, has your agency:

- a. adopted grievances procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the Department of Justice regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services?

☒ Yes

☐ No

- b. designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G? ☒ Yes ☐ No

- c. notified participants, beneficiaries, employees, applicants, and others that the program does not discriminate on the basis of disability? ☒ Yes ☐ No

- d. what date was the EEOP approved by the Office for Civil Rights?

STOP Certification Requirements (Law Enforcement and Prosecutors Only)

Applicant Agency Name City of Everett

To be eligible for STOP Grant funds, States must certify to the Office on Violence Against Women that they are in compliance with the statutory eligibility requirements of the STOP Grant Program. **NOTE:** If the applicant is a community-based victim service provider with criminal justice agencies in their grant, one of the criminal justice agencies must complete this form to be submitted by the victim service provider.

1. With respect to the VAWA requirement concerning costs for criminal charges and protection orders, a jurisdiction must certify: a. that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.
2. With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, jurisdictions must certify that:
 - a. the state or territory or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault;
 - b. it will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.
3. With respect to the VAWA requirement concerning judicial notification, jurisdictions must certify:
 - a. that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code, and any applicable related Federal, State, or local laws.
4. With respect to the VAWA requirement prohibiting polygraph testing, jurisdictions must certify that:
 - a. their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult or youth victim of an alleged sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; and
 - b. Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state or unit of local government.

I hereby acknowledge that, as a recipient of funding, the agency will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Office of Crime Victims Advocacy will rely if a grant is issued. Criminal justice applicants unable to comply with the statutory eligibility requirements will be prohibited from receiving these funds.


Signature of the Authorized Official of the Applicant

ATTEST:


City Clerk

APPROVED AS TO FORM

JAMES D. ILES, City Attorney

**Acknowledgement of Notice of Statutory Requirement to Comply with the
Confidentiality and Privacy Provisions of the Violence Against Women Act, as
Amended (Victim Services Providers Only)**

Applicant Agency Name City of Everett

NOTE: If the applicant is a criminal justice agency with a community-based victim service provider receiving STOP Grant funds in their grant, the victim services provider must complete this form to be submitted by the criminal justice applicant.

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicant for the STOP Grant acknowledges that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not --

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, or Tribal grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate --

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share --

(I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, or Tribal reporting, evaluation, or data collection requirements;

(II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and

(III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may --

(I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;

(II) any personally identifying information be shared in order to comply with Federal, Tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, Tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or Tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.


(G) Confidentiality assessment and assurances

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Commerce, Office of Crime Victims Advocacy will rely if a grant is issued. Applicants unable to comply with the statutory eligibility requirements of confidentiality will be prohibited from receiving these funds.

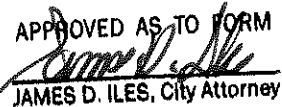


Signature of the Authorized Official of the Applicant

ATTEST:



City Clerk

APPROVED AS TO FORM

JAMES D. ILES, City Attorney

Coordinated Community Response Team Participation

Designated Agency Name

County

Only one completed form to be submitted for your CCR team. Decide which agency will respond on behalf of all STOP Grant applicants in your county. The designated agency must submit with their application this completed CCR form. A copy of the submitted form should be provided to the other STOP Grant applicants in your county for their files.

A condition of receiving these STOP Formula Grant funds is mandatory attendance at the CCR meetings and meaningful participation as a member of the county CCR team, which must meet at least quarterly during the grant period.

To comply with our state's STOP Grant award, CCR teams must report on their progress in reducing, or reducing the risk of, domestic violence related homicides. However, CCR teams are also encouraged to consider and address services for youth or adult victims of domestic violence, sexual assault, dating violence, or stalking. During the grant period, CCR teams will be required to report on their activities. Please keep notes and sign-in sheets from your CCR meetings.

The focus areas (DV, SA stalking, dating violence)

The goal of the activities

For each quarter, provide the **tasks to be done** to move your CCR team closer to the goal of victim safety and offender accountable.

1st Quarter Activities January – March 2018

Focus Area 1 – Provide ongoing police officer training to officers county-wide via the regional Police Skills Refresher (PSR) Training would be conducted by Dr. Dale Todd on the topic of the mindset of the batterer.
Focus Area 2 – Complete updated form, obtain approval, train officers and have in regular use.
Focus Area 3 – Complete updated form, obtain approval, train officers and have in regular use.
Focus Area 4 – At the first CCR team meeting of 2018 discuss which under-represented groups should be contacted and invited to join the CCR Team and identify relevant partners to invite to the meetings.

2nd Quarter Activities April – June 2018

Focus Area 1 – Provide ongoing police officer training to officers county-wide via the regional Police Skills Refresher (PSR) Training would be conducted by Dr. Dale Todd on the topic of the mindset of the batterer.
Focus Area 2 – Monitor use of new form and its effectiveness by the prosecutor's office and regularly report back to PD.
Focus Area 3 – Monitor use of the new form and its effectiveness by the prosecutor's office and Domestic Violence Services and regularly report back to the PD and CCR Team.
Focus Area 4 – Monitor attendance and participation of the new members and re-invite them to meetings as needed.

3rd Quarter Activities July - September 2018

Focus Area 1 – Provide ongoing police officer training to officers county-wide via the regional Police Skills Refresher (PSR) Training would be conducted by Dr. Dale Todd on the topic of the mindset of the batterer.
Focus Area 2 – Monitor use of new form and its effectiveness by the prosecutor's office and regularly report back to PD.
Focus Area 3 – Monitor use of the new form and its effectiveness by the prosecutor's office and Domestic Violence Services and regularly report back to the PD and CCR Team.
Focus Area 4 – Monitor attendance and participation of the new members and re-invite them to meetings as needed.

4th Quarter Activities October – December 2018

Focus Area 1 – Provide ongoing police officer training to officers county-wide via the regional Police Skills Refresher (PSR) Training would be conducted by Dr. Dale Todd on the topic of the mindset of the batterer.
Focus Area 2 – Monitor use of new form and its effectiveness by the prosecutor's office and regularly report back to PD.
Focus Area 3 – Monitor use of the new form and its effectiveness by the prosecutor's office and Domestic Violence Services and regularly report back to the PD and CCR Team.
Focus Area 4 – Monitor attendance and participation of the new members and re-invite them to meetings as needed.

Submission of WA State STOP Formula Grant Renewal Application for FFY 2017 Funds Applications Due: October 2, 2017

No applications will be accepted after October 2, 2017 without prior written approval from Pearl Gipson-Collier, Section Manager, Violence Against Women Program, OCVA.

Hard copy may be mailed or faxed (360-586-7176) to the attention of the Program staff for your county at:

Violence Against Women Program
Office of Crime Victims Advocacy
WA State Department of Commerce
Post Office Box 42525
Olympia, WA 98504-2525

Applications should be emailed to the OCVA Violence Against Women Program staff for your county as listed below. Staff will confirm receipt of your application.

Anita Granbois
Anita.Granbois@commerce.wa.gov

Asotin, Garfield, Kittitas, Lincoln, Spokane, Thurston,
Whitman, Yakima

Ashley-Nicole Storey
Ashley.Wancha@commerce.wa.gov

Cowlitz, Grays Harbor, Island, Jefferson, Kitsap, Klickitat,
Mason, Okanogan, San Juan, Skamania, Wahkiakum

Cheryl Rasch
Cheryl.Rasch@commerce.wa.gov

Adams, Clallam, Clark, Ferry, Grant, King, Lewis, Pacific
Pend Oreille, Pierce, Stevens, Whatcom

Jodi Honeysett
Jodine.Honeysett@commerce.wa.gov

Benton, Chelan, Columbia, Douglas, Franklin, Skagit,
Snohomish, Walla Walla

Checklist of Application Documents

- ☒ Applicant Agency Information Complete
- ☒ System for Award Management is current
- ☐ Subgrantee Agency Information Provided, if applicable
- ☒ Consultation with Victim Services Signed (Criminal Justice Applicants)
- ☒ Equal Employment Opportunity Certification
Online verification provided; **OR** Certificate is attached
- ☒ Assurances Signed
- ☒ Federal Civil Rights Compliance Checklist
Name of employee(s) who completed the training **AND** date training completed is provided
- ☒ STOP Certification Requirements (Law Enforcement and Prosecutors)
- ☒ Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended, Acknowledged and Accepted (Victim Services Providers)
- ☒ Coordinated Community Response Team Participation Form Completed
- ☒ Budget Worksheets Attached (use the Excel file provided with the application)

Please note that all materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

ATTACHMENT A

#1

The focus areas (DV, SA stalking, dating violence)

The Snohomish County CCR Team identified four focus areas. Those include:

- 1) **Focus Area 1**- Provide training to officers county-wide on understanding the mindset of a batterer.
- 2) **Focus Area 2** – Update the DV Lethality Assessment Form used by police officers to specifically increase the information gathered about the DV batterer's access to firearms.
- 3) **Focus Area 3** – Update the Domestic Violence Victim Information form.
- 4) **Focus Area 4** – Expand membership of the CCR Team to include under-represented groups, possibly including service providers working with vulnerable adults, homeless and mentally ill.

#2

The goal of the activities

- 1) **Goal Area 1** – With the aforementioned training, officers will be able to better document observed batterer behavior & manipulation in reports painting a more complete picture for the court helping to increase conviction rates and sentencing.
- 2) **Goal Area 2** – Provide better information on suspect access to firearms to the prosecutor's office and court, with the goal of removing more firearms from the suspects thereby decreasing their future access to them.
- 3) **Goal Area 3** – DV Victims have told the prosecutor's office that this form is not particularly useful. Some of the information is required by RCW. The additional parts of the form need to be updated to be more useful to victims of domestic violence with the goal of increasing their communication with the prosecutor's office and victim services and greater utilization of the services available to them.
- 4) **Goal Area 4** – Decrease the incidence of domestic violence, sexual assault, dating violence and stalking in the identified population subgroups.

Renewal Application for FFY 2017 STOP Formula Grant
Draft your budget based on your current STOP Grant Allocation

PERSONNEL

Salaries - List each non-administrative position in your organization to be paid by STOP Grant funds by title and name of employee, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this STOP Grant. Please do not provide staff hours.

Project Employee Name & Title	Annual Salary Rate & FTE of Position	Amount to be Charged to Grant
NA		
	TOTAL SALARIES	\$0

Benefits: Must be for the employee(s) named in salaries. Benefits should be based on actual known costs or an established formula.

Benefits for Employee(s) Named Above	Item and Computation	Amount to be Charged to Grant
NA		
	TOTAL BENEFITS	\$0

SUBGRANTEES

Subgrantees: List agencies (other than the applicant) that will be recipients of these grant funds. Please provide the requested contact information for each subgrantee as requested on the Subgrantee Agency Information page(s) in this application.

Subgrantee Name	Item or Activity and Computation	Amount to be Charged to Grant
NA		
TOTAL SUBGRANTEE COSTS		\$0

CONSULTANTS

Consultants: List consultants needed to provide services for the applicant's agency. Contracts must verify consultant payment will not exceed \$650.00 per day for an eight hour day or cannot exceed \$81.25 per hour for less than an eight hour day. Grantees are required to maintain documentation to support all daily or hourly rates.

Consultant Name	Item or Activity and Computation	Amount to be Charged to Grant
NA		
TOTAL CONSULTANT COSTS		\$0

GOODS AND SERVICES

Goods and Services - must be proportionate to the grant-funded project staff activities.

Item	Computation of Item	Amount to be Charged to Grant
Rent - (must be calculated by square foot of space utilized by staff listed in salaries and multiplied by FTE percentage paid by this grant)		
Utilities - (water, sewer, garbage, electric)		
Communications - (phone, cell phone, answering service)		
Internet - OCVA approval required for VS		
Printing brochures or publications - If approved, printing of brochures, publications, or other project materials must be completed in the first three months of the grant.		
Project Supplies and Copies		
Training Costs - (registration)	\$400/per registration x 20 officers	\$8,000
Training Costs - (per diem - meals & lodging) Use this row to list the per diem for meals not provided at the training and the lodging rate per night	Meals - \$40/per diem per day x 3 days ave = \$120 x 20 officers = \$2400 Lodging - \$200/per day x 3 days ave = \$600 x 20 officers = \$12,000	\$14,400
Training Costs - (travel) Use this row to list the estimated airfare, parking, shuttle service, and/or mileage	\$320.50 ave x 20 officers	\$6,410
Other (please specify below)		
Travel - (mileage for grant-funded staff for project activities		
Equipment - (itemized and prorated). If approved, must be purchased in the first three months of the grant.		
Other (please specify)		
TOTAL GOODS AND SERVICES		\$28,810

ADMINISTRATIVE, MTDC, OR INDIRECT COSTS

Applicants may charge only one: indirect, or administrative, or modified total direct costs to the grant.

Administrative Costs - must be related to your STOP Formula Grant activities and may not exceed 15% of your organization's STOP Grant funding. In cases where one entity administers the grant and subgrants to another organization within the same function area,

Modified Total Direct Costs (MTDC): Entities that have never received a Federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology must be used consistently for all Federal awards. If MTDC is used, your auditor must certify the computation method meets the requirements of 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Please provide this signed certification as a separate attachment to your application.

Indirect Cost Rate Agreement: Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement as a separate attachment to this application.

Item Description	Computation of activity or item	Amount to be Charged to Grant
Program Manager - Lieutenant	Ave hrs per year = \$65/hr x 25 hrs	\$1,625
Fiscal Manager - Police Finance Mng	Ave hrs per year = \$43/hr x 25 hrs	\$1,075
Program Assistance - Sergeant	Ave hrs per year = \$55/hr x 12 hrs	\$660
TOTAL ADMIN/INDIRECT		\$3,360

The above admin/indirect costs are based on:

Administrative rate up to 15% of the total application.

☒

Federally-approved indirect cost rate agreement. Copy of current, signed agreement is attached to the application.

☐

Modified Total Direct Costs. Signed certification is attached to the application.

☐

We will not request reimbursement for administrative or indirect expenses.

☐

BUDGET SUMMARY

BUDGET CATEGORIES	AMOUNT
TOTAL SALARIES	\$0
TOTAL BENEFITS	\$0
TOTAL SUBGRANTEES	\$0
TOTAL CONSULTANTS	\$0
TOTAL GOODS AND SERVICES	\$28,810
TOTAL ADMINISTRATIVE OR INDIRECT	\$3,360
TOTAL BUDGET	\$32,170

TOTAL NON-FEDERAL MATCH	\$10,723
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NON-FEDERAL MATCH

MATCH - There is a 25% match requirement imposed on grant funds under this program. Tribal Governments and non-profit victim service providers are exempt from the match requirement. Funds or in-kind resources used as match must be directly related to the project goals and objectives. Grantees and subgrantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions. Please list below a brief description of the project match and include an estimated calculation.

Match Description	Computation of activity or item	Total
In-kind salary costs for officer's training and travel hours	32,170/.75 = 42893 x .25	\$10,723
TOTAL NON-FEDERAL MATCH		\$10,723

How to Calculate Match:

The formula for calculating the required match is:

Award Amount ÷ 75% Federal Share = Adjusted Project Costs X 25% Recipient's Share = Required Match

Example: Required Match

For a Federal award amount of \$75,000, required match would be calculated as follows:

$$\$15,000 \div .75 = \$20,000$$

\$20,000 X .25 = \$5,000 Required Match

OCVA Violence Against Women Program staff can assist your office in identifying eligible match items.

Grant
Application

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

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PROJECT TITLE:

Washington State STOP
Violence Against Women
Formula Grant Application
with Washington State
Department of Commerce for
Federal Fiscal Year 2017
Funds

	Briefing
	Proposed Action
	Consent
X	Action
	First Reading
	Second Reading
	Third Reading
	Public Hearing
X	Budget Advisory

COUNCIL BILL #

Originating Dept.

Contact Person

Phone Number

FOR AGENDA OF

Police

Jim Lever

425-257-8418

September 20, 2017

Initialed by:

Department Head

CAA

Council President

db
H

Location

Preceding Action

Attachments

Grant Application

Department(s) Approval

Legal, Police

Amount Budgeted	\$	Account Number:
Expenditure Required	\$32,170.00	Account Number: 031-592-0000-520
Budget Remaining	-0-	
Additional Required	\$32,170.00	

DETAILED SUMMARY STATEMENT:

The Police Department has been approved to apply for funding, via the Fiscal Year (FY) 2017 Washington State STOP Formula Grant. The FY 2017 application with the State Department of Commerce relates to use of grant program funding to improve the criminal justice and community response to violence against women in Snohomish County. The \$32,170.00 in grant funds will be used for advanced county-wide law enforcement training. The grant program period is January 1, 2018 through December 31, 2018.

RECOMMENDATION (Exact action requested of Council):

Authorize the Mayor to sign all necessary documents with Washington State Department of Commerce regarding application, utilization and acceptance of the Federal Fiscal Year 2017 Washington State STOP Violence Against Women Formula Grant in the amount of \$32,170.00.

Council approved
9-20-17 J.P.